

August 11, 1999

Dear Carrier:

This Request transmits the Special Filing Instructions (SFI) for the submission of freight rate offers for the General Services Administration's (GSA's) Southwest Distribution Center (SWDC), Fort Worth, TX. Rate offers filed in response to this Request will be in accordance with the terms and conditions of the GSA Standard Tender of Service (STOS), this Request, and its SFI. Please note that in some instances this Request and its SFI will deviate from and will supersede those published in the STOS, General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto. Rate offers accepted for the SWDC will be for an effective period of November 1, 1999, through October 31, 2000.

Only those common/contract carriers, rail carriers, freight forwarders, and brokers and shippers agents/Intermodal Marketing Companies (including each of their underlying carriers which they represent) who have met the established approval requirements for participation in GSA's Freight Management Program may submit rate offers in accordance with this Request and its SFI. Only those Rate Filing Service Providers who have a valid Trading Partner Agreement on file with GSA's Freight Program Management Office (FPMO) located in Kansas City, MO, and have met all other approval requirements established by GSA can submit rate offers on behalf of approved firms in accordance with Sections 6, 7, and 8 of this Request and its SFI. Rate Filing Service Providers are firms which offer to those approved to participate in GSA's Freight Management Program the service of submitting to GSA electronic rate offers in accordance with this Request and its SFI. Only those Tariff Publishing Agents who have a valid Trading Partner Agreement on file with the FPMO and have met all other approval requirements established by GSA may act as a Tariff Publishing Agent on behalf of approved firms.

Please note the following reminders and/or significant items:

1. All previously accepted SWDC rate offers, both electronic and paper, automatically expire on October 31, 1999; consequently, it is **imperative** that all firms submit new rate offers in accordance with this Request and its SFI for rates effective November 1, 1999;
2. All submitted rate offers for the SWDC will be Alternating;
3. Separate rate offers must be submitted for each Destination Service Area (please refer to Section 6);
4. If you are a current subscriber to the Inter-Agency Transportation Management System (ITMS) CD-ROM and intend to use its capabilities for the creation and submission of your rate offer(s) for the SWDC traffic, you will need to contact the FPMO to request an updated version of ITMS as your current CD will not allow for the filing of SWDC rate offers. If, however, you have requested an updated

version of ITMS for the filing of rate offers for the Western Distribution Center (WDC), Stockton, CA, traffic identified in a July 16, 1999, RFO, you will not need to request a new CD as that version incorporates the SWDC filings. If you do not already have the appropriate ITMS version, please fax a request to the attention of Robyn Bennett or Cindy Schardt at (816) 823-3656 or e-mail the request to robyn.bennett@gsa.gov or cindy.schardt@gsa.gov. If you do not intend to utilize the capabilities of ITMS to create and submit SWDC rate offers you will not need to obtain a new version of ITMS;

5. Truckload rate offers **MUST** be submitted as a stated minimum charge per vehicle used and a cost in cents per mile per vehicle used (C3 or C4 rate record). Rate offers submitted, as a percentage of the Truckload rates identified in the GSA Baseline Rate Table Publication 1000-D will be rejected;

6. All rate offers submitted in response to this Request and its SFI which contain seven (7) or more C2, C3, or C4 rate records **MUST** be submitted to GSA electronically in accordance with Sections 6, 7, and 8 – **NO PAPER RATE OFFERS** will be accepted for the rate offers identified above; and

7. Although it is preferable that all rate offers be submitted electronically, rate offers will be accepted via paper in accordance with Sections 6 and 9 for those firms submitting rate offers which contain six (6) or less C2, C3, or C4 rate records. Those firms submitting paper rate offers should clearly mark "SWDC/Tender" on the envelope and send to the following address:

General Services Administration
Attn: Martha Gresham
Travel and Transportation Management Division (4FT)
401 West Peachtree Street, Suite 2600
Atlanta, GA 30365-2550

If paper rate offers are sent by a means other than the U.S. Postal Service, the Zip Code is 30308-3510.

If you have any questions regarding this Request, its SFI, or the STOS, please contact Martha Gresham of GSA's Southeast Zone Office at (404) 331-5121 or e-mail at martha.gresham@gsa.gov. Questions dealing with the submission of electronic rate offers should be directed to either Robyn Bennett, Cindy Schardt, or Ray Calahan at (816) 823-3646 or e-mail at robyn.bennett@gsa.gov, cindy.schardt@gsa.gov, or ray.calahan@gsa.gov, respectively.

Sincerely,

Ed Hodges, Director
Property and Traffic Management Division (6FBD-X)
Transportation and Property Management Center

Enclosure

cc:

Official File: 6FBD

Reading Files: 6FB 6FBD

6FBD-X:Rbennett:rlb:08/10/99:X3-3644:rfocov99.doc